

USER'S MANUAL

E-GRANTS  
CONSOLIDATED APPLICATION

TITLE II-A

IMPROVING TEACHER QUALITY

SPRING 2007



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KEY



**Critical Tip**



**Blue block arrows point to on-screen links.**



**Magenta block arrows point to program tabs (pages).**



**Green block arrows point to buttons or check boxes.**



**Red block arrows point to on-screen text..**

## GETTING STARTED

★ **Note:** Various training and instruction files are available at <http://www.opi.mt.gov/ITProjects/e-grants.html>

Especially helpful is a PDF file called **Quick Tips for E-Grant Navigation**.








Electronic  
Grants Management System (**E-Grants**)

Help Line: In-State Toll-Free 1-888-231-9393, Local (406) 444-9444

[Overview](#)[Timeline](#)[Project Updates](#)[Training & Instructions](#)[Documents](#)[Contact Information](#)

### Training & Instruction

-  [E-Grants Training Slide Show](#)
-  [E-Grants Security Coordinator Instructions](#)
-  [E-Grants Page Lock Control Instructions](#)
-  [Using ePass Montana with E-Grants](#)
-  [Quick Tips for E-Grant Navigation](#)










### Forms to Return to OPI

-  [E-Grant Account Request Form](#)
-  [Security Coordinator Application](#)

### Forms For Your Records

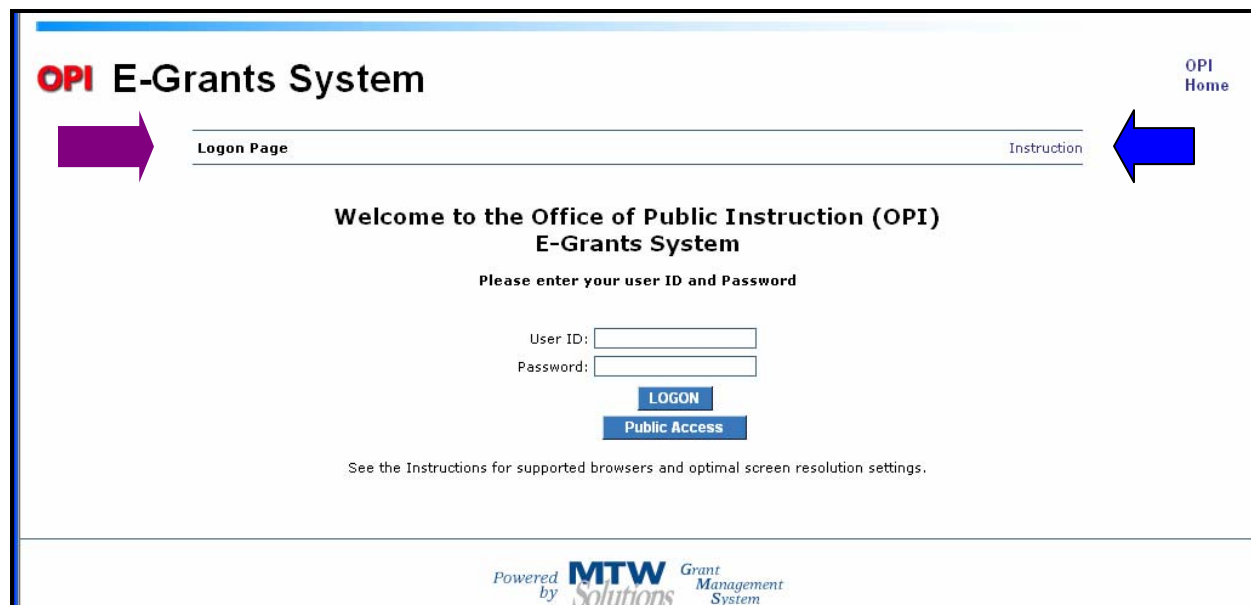
-  [LEA E-Grant Security Form for Application Roles](#)

### NCLB Blank Application

-  [NCLB Consolidated](#)
-  [NCLB Consolidated Title I A Basic](#)
-  [NCLB Consolidated Title I A Schoolwide](#)
-  [NCLB Consolidated Title II A Improving Teacher Quality](#)
-  [NCLB Consolidated Title II D Ed Tech](#)
-  [NCLB Consolidated Title III English Language Acquisition](#)
-  [NCLB Consolidated Title IV A SDFSC](#)
-  [NCLB Consolidated Title V A Innovative Programs](#)
-  [NCLB Consolidated Title VI B Rural Low Income](#)

## BEFORE YOU CAN DO INDIVIDUAL PROGRAM PAGES

Go to the [Logon Page](#) of the OPI E-Grants System, and read the [Instructions](#). Then logon to the system.



**OPI E-Grants System** OPI Home

---

[Logon Page](#) [Instruction](#)

---

**Welcome to the Office of Public Instruction (OPI)  
E-Grants System**

Please enter your user ID and Password

User ID:

Password:

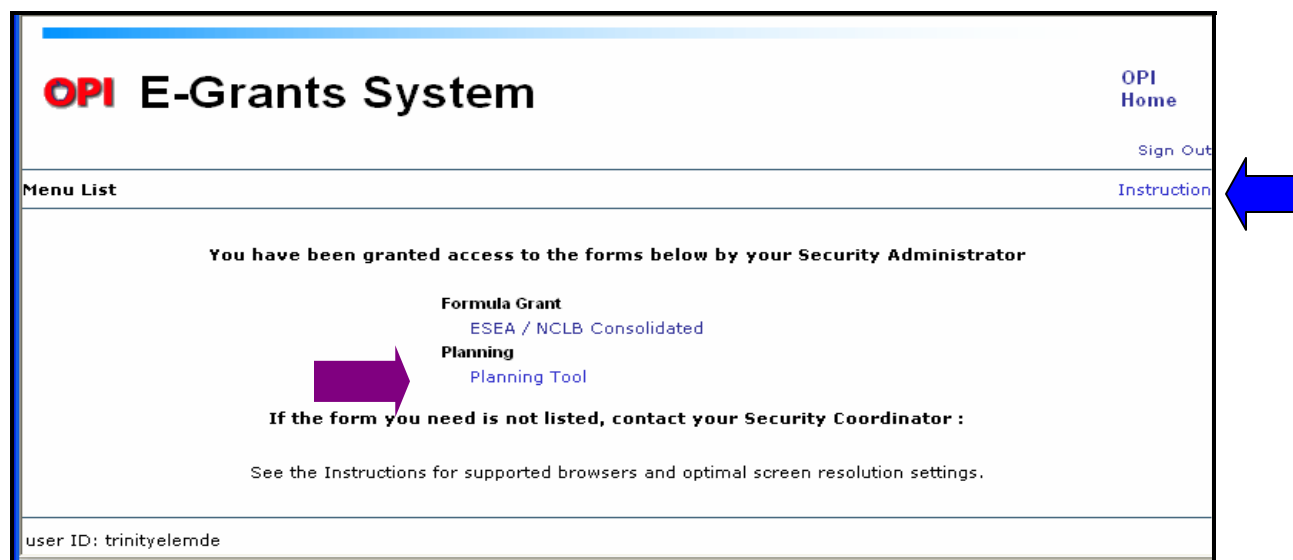
[LOGON](#)

[Public Access](#)

See the Instructions for supported browsers and optimal screen resolution settings.

Powered by **MTW** Solutions Grant Management System

A successful logon to the E-Grants system will take you to the [Menu List](#) screen. Make sure you read the [Instructions](#) for this page. You will find many helpful hints concerning general operations and procedures in the E-Grants system.



**OPI E-Grants System** OPI Home

---

[Menu List](#) [Sign Out](#)

---

[Instruction](#)

---

**You have been granted access to the forms below by your Security Administrator**

**Formula Grant**

[ESEA / NCLB Consolidated](#)

**Planning**

[Planning Tool](#)

If the form you need is not listed, contact your Security Coordinator :

See the Instructions for supported browsers and optimal screen resolution settings.

user ID: trinityelemde

Before you do any work on the individual title pages, you must work through the **Planning Tool** pages.

- In the Planning Tool, there are seven different **Topic** tabs (or pages).

Applicant Name:

Legal Entity:

Application: Planning Tool

Printer-Friendly  
Click to Return to Plan Select  
Click to Return to Menu List / Sign Out

|          |         |         |         |         |         |         |         |
|----------|---------|---------|---------|---------|---------|---------|---------|
| Overview | Topic 1 | Topic 2 | Topic 3 | Topic 4 | Topic 5 | Topic 6 | Topic 7 |
|----------|---------|---------|---------|---------|---------|---------|---------|

### Planning Tool & Report Overview

The Planning Tool serves as the first step in developing an application for the E-grant system. This process establishes the relationship between the school district comprehensive education planning process, the fiscal resources provided by federal and state programs and measurable objectives that gauge the results of program activity.

There are two critical components of the Planning Tool:

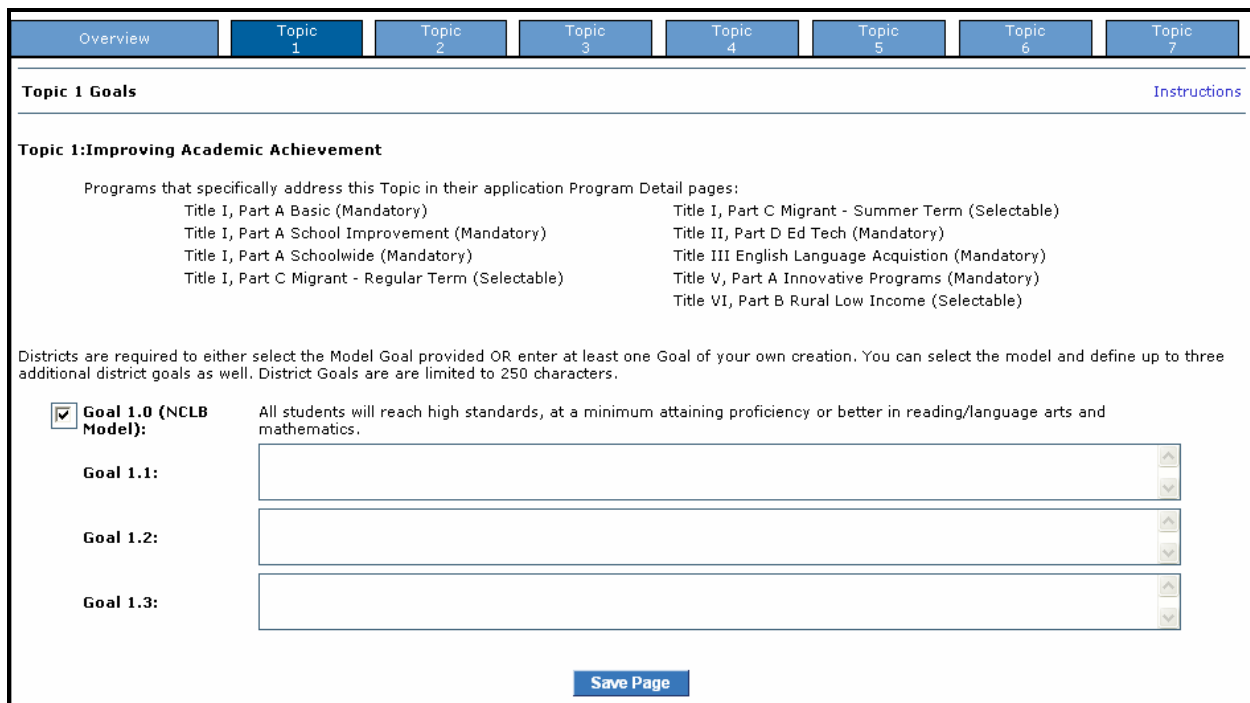
- 1. Topics** are established by OPI. Topics include broad areas of emphasis required by one or more state and/or federal programs. OPI supplies the topics that are required under each federal program's regulations.
  - Topic 1:** Improving Academic Achievement
  - Topic 2:** Assuring Qualified Personnel
  - Topic 3:** Improving Graduation Rates
  - Topic 4:** Improving School Climate
  - Topic 5:** Providing Education Appropriate to Students' Needs
  - Topic 6:** Increasing Parent and Community Involvement
  - Topic 7:** Providing Quality Career and Technical Education Programs
- 2. Goals** are written by the applicant. An applicant must provide at least one and no more than three goals under each topic that is required for a program and for which the applicant is eligible to apply. A model goal is listed for each topic and may be selected by an applicant, if desired.

The topics and district goals established in the Planning Tool carry forward into the appropriate program detail and budget detail pages. Applicants will use that information to develop objectives, activities and budget as related to the specific program.

Throughout the application development process and after submittal the applicant will be able to view and retain a report that provides an overview of selected topics, goals and objectives.

There are seven different Topic tabs (or pages)

- You must specify at least one goal for each topic. You may either accept the **NCLB Model Goal**, or you may enter up to three **district-specific goals** in the text boxes provided.
- Make sure you **Save** every page before you leave it!
- **Goals** specified for the title programs will be brought into the individual title **Budget Detail** and **Activity** pages.



Overview Topic 1 Topic 2 Topic 3 Topic 4 Topic 5 Topic 6 Topic 7

**Topic 1 Goals** [Instructions](#)

**Topic 1: Improving Academic Achievement**

Programs that specifically address this Topic in their application Program Detail pages:

|   |  |
|---|--|
| Title I, Part A Basic (Mandatory)                   | Title I, Part C Migrant - Summer Term (Selectable) |
| Title I, Part A School Improvement (Mandatory)      | Title II, Part D Ed Tech (Mandatory)               |
| Title I, Part A Schoolwide (Mandatory)              | Title III English Language Acquisition (Mandatory) |
| Title I, Part C Migrant - Regular Term (Selectable) | Title V, Part A Innovative Programs (Mandatory)    |
|   | Title VI, Part B Rural Low Income (Selectable)     |

Districts are required to either select the Model Goal provided OR enter at least one Goal of your own creation. You can select the model and define up to three additional district goals as well. District Goals are limited to 250 characters.

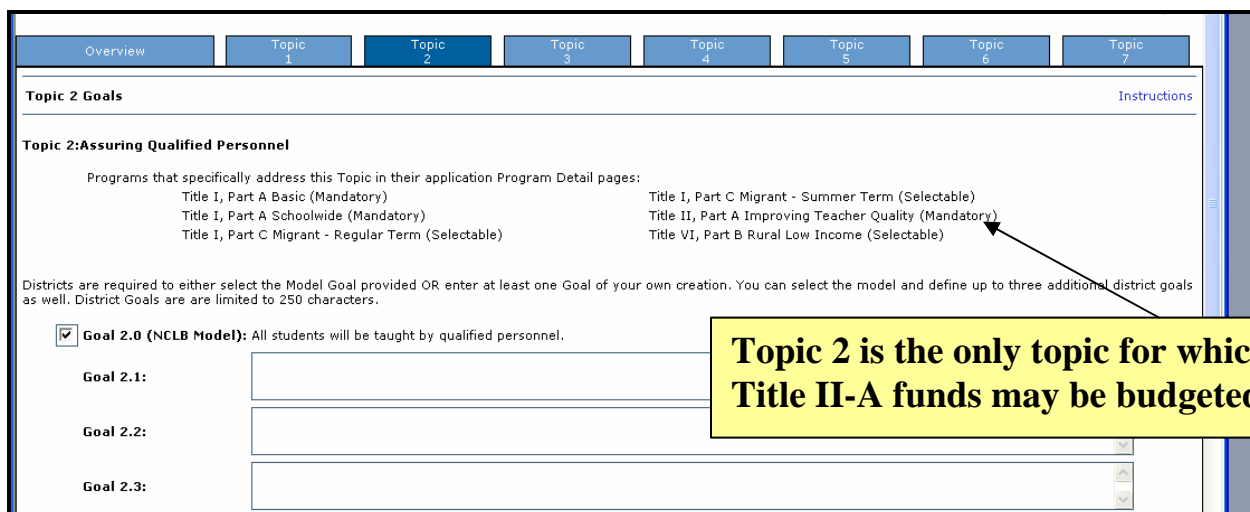
☒ **Goal 1.0 (NCLB Model):** All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

**Goal 1.1:**

**Goal 1.2:**

**Goal 1.3:**

**Save Page**



Overview Topic 1 Topic 2 Topic 3 Topic 4 Topic 5 Topic 6 Topic 7

**Topic 2 Goals** [Instructions](#)

**Topic 2: Assuring Qualified Personnel**

Programs that specifically address this Topic in their application Program Detail pages:

|   |  |
|---|--|
| Title I, Part A Basic (Mandatory)                   | Title I, Part C Migrant - Summer Term (Selectable)     |
| Title I, Part A Schoolwide (Mandatory)              | Title II, Part A Improving Teacher Quality (Mandatory) |
| Title I, Part C Migrant - Regular Term (Selectable) | Title VI, Part B Rural Low Income (Selectable)         |

Districts are required to either select the Model Goal provided OR enter at least one Goal of your own creation. You can select the model and define up to three additional district goals as well. District Goals are limited to 250 characters.

☒ **Goal 2.0 (NCLB Model):** All students will be taught by qualified personnel.

**Goal 2.1:**

**Goal 2.2:**

**Goal 2.3:**

**Topic 2 is the only topic for which Title II-A funds may be budgeted.**

- Once the **Planning Tool** is completed:
  - Click on the [Return to Menu List](#)

The screenshot shows the OPI E-Grants System interface. At the top, the title "OPI E-Grants System" is displayed in red and black. Below the title, there are fields for "Applicant Name:" and "Legal Entity:". The "Application:" field is set to "Planning Tool". A blue arrow points to the "Topic 5" tab in the navigation bar. To the right of the navigation bar, there are links for "Printer-Friendly", "Click to Return to Plan Select", and "Click to Return to Menu List / Sign Out". The main content area shows "Topic 1 Goals" and "Topic 1: Improving Academic Achievement". Below this, there is a list of programs that specifically address this topic in their application Program Detail pages:

|   |  |
|---|--|
| Title I, Part A Basic (Mandatory)                   | Title I, Part C Migrant - Summer Term (Selectable) |
| Title I, Part A School Improvement (Mandatory)      | Title II, Part D Ed Tech (Mandatory)               |
| Title I, Part A Schoolwide (Mandatory)              | Title III English Language Acquisition (Mandatory) |
| Title I, Part C Migrant - Regular Term (Selectable) | Title V, Part A Innovative Programs (Mandatory)    |

- Click on the **ESEA/NCLB Consolidated**

The screenshot shows the OPI E-Grants System "Menu List" page. At the top, the title "OPI E-Grants System" is displayed in red and black. Below the title, there are links for "Sign Out" and "Instruction". The main content area has a heading "You have been granted access to the forms below by your Security Administrator". Below this heading, there is a list of forms:

- Formula Grant
  - [ESEA / NCLB Consolidated](#)
- Planning
  - [Planning Tool](#)

A blue arrow points to the "ESEA / NCLB Consolidated" link. Below the list of forms, there is a note: "If the form you need is not listed, contact your Security Coordinator :". At the bottom, there is a link to "See the Instructions for supported browsers and optimal screen resolution settings."



- This will take you to the **Application Select** screen:
  - If the district has not yet created an application, click on the **Create Application** button.
  - The **Instructions** link brings up a PDF file with helpful information and tips.

**OPI E-Grants System**

OPI Home

Applicant Name: Legal Entity: Click to Return to Menu List / Sign Out

Application Select - ESEA Consolidated Instruction

Year: 2008 Create Application

Select an application from the list(s) below and press one of the following buttons:

Print All Printed Applications:

This Organization has not created any Applications

- At first, the buttons will all be grayed-out.
- Click in the **radio button** next to the application
- Then click on the **Open Application** button.

**OPI E-Grants System**

OPI Home

Applicant Name Legal Entity: Click to Return to Menu List / Sign Out

Application Select - ESEA Consolidated Instruction

Select an application from the list(s) below and press one of the following buttons:

Open Application Create Amendment Delete Application/Amendment Print All Printed Applications:

| Select                           | Application / Amendment         | Original Submit Date | OPI Approval Date | Status        | Status Date | Consulting |
|----------------------------------|---------------------------------|----------------------|-------------------|---------------|-------------|------------|
| 2007-2008                        |                                 |                      |                   |               |             |            |
| <input checked="" type="radio"/> | 08-ESEA-00 Original Application |                      |                   | Not Submitted |             |            |

user ID: trinityelemrep

- Either of these actions will open the application to the **ESEA/NCLB Consolidated Programs** screen.

**OPI E-Grants System**

Applicant Name: \_\_\_\_\_ Legal Entity: \_\_\_\_\_

Application: 2007-2008 Original Application

Application Sections: ESEA / NCLB Consolidated

Printer-Friendly  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out

Overview Contact Information Funding Private/NonPublic School Participation Grant Summary Assurances, Common and Program Submit Application History Page Lock Control

**ESEA / No Child Left Behind (NCLB) Consolidated Programs**

**Programs:** Title I, Part A - Improving the Academic Achievement of the Disadvantaged  
Title II, Part A - Improving Teacher Quality  
Title II, Part D - Enhancing Education Through Technology  
Title III - English Language Acquisition  
Title IV, Part A - Safe and Drug-Free Schools and Communities  
Title V, Part A - Innovative Programs  
Title VI Part A, Subpart 2 - General Transferability  
Title VI Part B, Subpart 1 - Small Rural Schools  
Title VI Part B, Subpart 2 - Rural Low Income

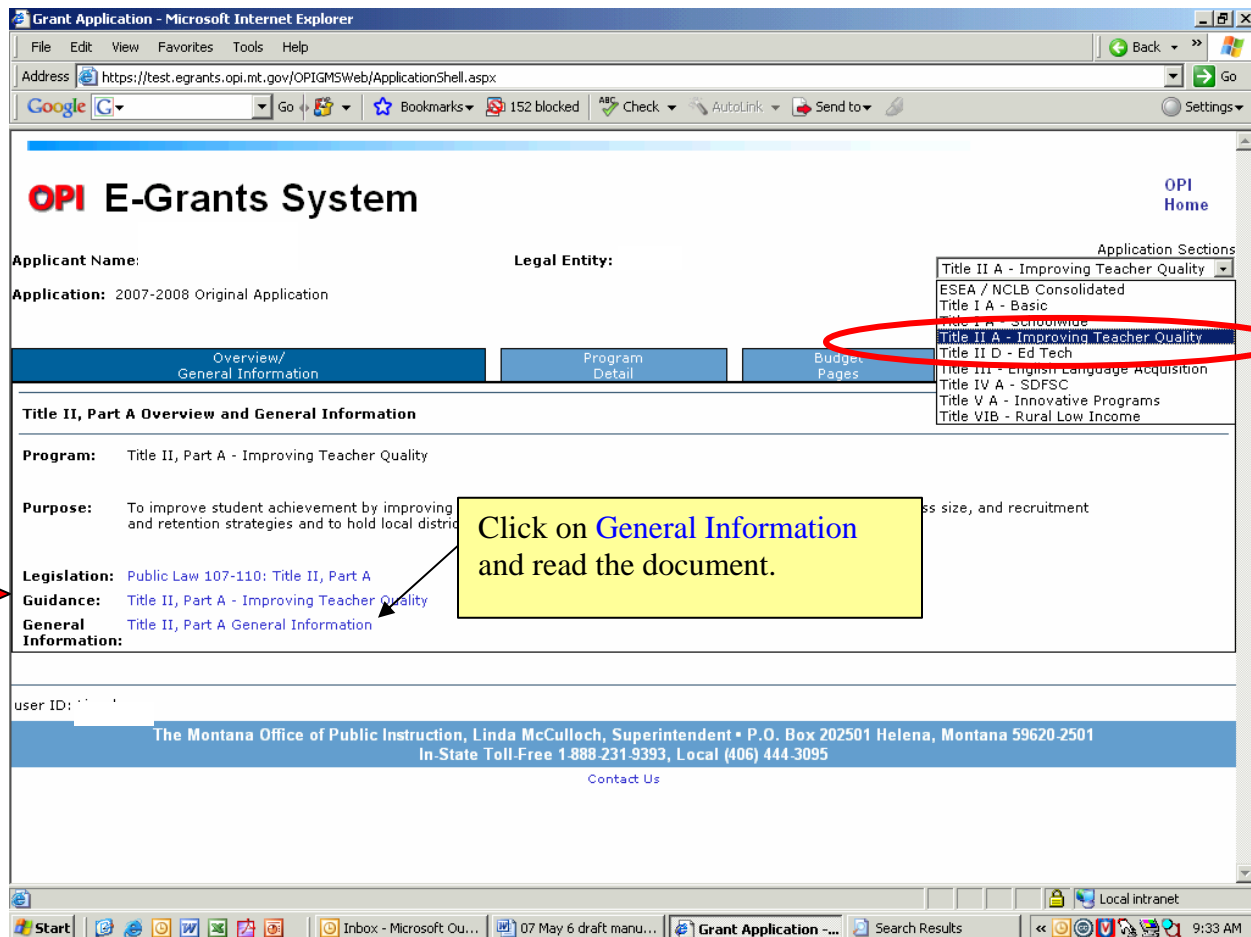
**Purpose:** The NCLB Act, signed into law on January 8, 2002, requires that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.  
The No Child Left Behind Act of 2001 (NCLB) redesigned the Elementary and Secondary Act (ESEA) programs to emphasize four pillars of reform.

1. Accountability for results
2. Doing what works based on scientific research
3. Local control and flexibility
4. Expanded parental choices

**Legislation:** Public Law 107-110, the No Child Left Behind Act of 2001

- On this page:
  - Fill out the **Contact Information** tab. Make sure to include contacts for specific programs.
  - I Fill out the **Funding/Allocations** tabs, specifying any fund transfers or refusal of funds.
  - f you are the Authorized Representative, fill out the **Assurances** tabs.
- (See the **Instructions** links on these pages! Make sure you **Save** often!)

Select **Title II, Part A – Improving Teacher Quality** from the drop-down box.



Notice that the **legislation** and **guidance** links will take you to the US Department of Education Web site.

Click on and read the **Title II, Part A General Information**

## BUDGET DETAIL PAGE

- See the [Instructions](#) for descriptions of Purpose Categories and Object Codes
- For Topic 2, budget funds between the two Purpose Categories: Instruction and Professional Development.
- Within each Purpose Category, budget the funds in proper Object Codes.
  - Note: Object code 300 is where you put your curriculum cooperative costs.

**OPI E-Grants System** OPI Home

Applicant Name: \_\_\_\_\_ Legal Entity: \_\_\_\_\_ Application Sections: Title II A - Improving Teacher Quality Printer-Friendly  
Click to Return to Application Select  
Click to Return to Menu List / Sign Out

Application: 2007-2008 Original Application

Overview/General Information | Program Detail | Budget Pages | Page Lock Control

Budget Detail | Budget Summary

**Budget Detail** BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., 2536) Object Codes Instructions

Total Allocation Available for Budgeting: \$28,843

Topic 2: Assuring Qualified Personnel

| Purpose Category            | 100 Personal Service-Salaries | 200 Employee Benefits | 300 Purchased Professional and Technical | 400 Purchased Property Services | 500 Other Purchased Services | 600 Supplies | 700 Property & Equipment | 800 Other Objects | Total TitleIIA Funds | Delete Row               |
|-----------------------------|-------------------------------|-----------------------|--|---------------------------------|------------------------------|--------------|--------------------------|-------------------|----------------------|--------------------------|
| 10-Instruction              | 20843                         | 3000                  | 0  | 0                               | 0                            | 0            | 0                        | 0                 | \$23,843             | <input type="checkbox"/> |
| 22-Professional Development | 0                             | 0                     | 5000                                     | 0                               | 0                            | 0            | 0                        | 0                 | \$5,000              | <input type="checkbox"/> |
|                             | 0                             | 0                     | 0  | 0                               | 0                            | 0            | 0                        | 0                 | \$0                  | <input type="checkbox"/> |
| <b>Sub Total</b>            | \$20,843                      | \$3,000               | \$5,000                                  | \$0                             | \$0                          | \$0          | \$0                      | \$0               | \$28,843             |                          |

Create Additional Entries | Save Page

**TOTALS** \$20,843 \$3,000 \$5,000 \$0 \$0 \$0 \$0 \$0 \$28,843

Determining Maximum Indirect Cost allowed

|   |          |                            |          |
|---|----------|----------------------------|----------|
| (A) Total Allocation Available for Budgeting          | \$28,843 | (F) Total budgeted above   | \$28,843 |
| (B) Budgeted Property and Equipment Cost (Object 700) | \$0      | (G) Budgeted Indirect Cost | 0        |
| (C) Allowable Direct Costs (A-B)                      | \$28,843 | (H) Total Budget (F+G)     | \$28,843 |
| (D) Indirect Cost Rate %                              | 0.0000   | Allocation Remaining (A-H) | \$0      |
| (E) Maximum Indirect Cost (C*(D/(1+D)))               | \$0      |                            |          |

Calculate Totals | Save Page

★ Note: The **Calculate Totals** button does not save the data.

The **Save** button calculates and saves. **Save often!**

- Click on the **Program Detail Tab**.
- This displays the **Private/Nonpublic Equitable Share Tab**.
- Note the **Instructions** file available for this page.

## OPI E-Grants System

OPI  
Home

Applicant Name:

Legal Entity: 1221

Application Section

Application: 2007-2008 Original Application

Title II A - Improving Teacher Quality

Printer-Friendl  
Click to Return to Application Sele  
Click to Return to Menu List / Sign Ou

|                                      |                   |                 |                      |
|--------------------------------------|-------------------|-----------------|----------------------|
| Overview/<br>General Information     | Program<br>Detail | Budget<br>Pages | Page_Lock<br>Control |
| Private/Nonpublic<br>Equitable Share |                   | Activities      |                      |

### Private/Nonpublic Schools Share

[Instructions](#)

1. 29243 Allocation for this grant
2. 0 Enter any Indirect Costs charged to this grant (in whole dollars). Indirect Cost from Budget Detail page: 0  
(You must enter an amount equal to the amount entered on the budget detail page. If that amount changes you MUST re-save this page to correct the calculations below.)
3. 20,073 Enter public district expenditures for Class-Size Reduction, Recruitment, and Retention
4. 9,170 Remaining funds (Line 1 - Line 2 - Line 3)
5. 5 Enter Enrollment for Participating Private/Nonpublic Schools from Private/Nonpublic Participation List
6. 200 Enter Public District Enrollment
7. 205 Sum of Public District and Private/Nonpublic Enrollments (Line 5 + Line 6)
8. 0.024390 Proportion of Participating Private/Nonpublic School Enrollment Compared to Total Enrollment (Line 5 / Line 7)
9. 224 Equitable Share (Line 8 X Line 4 rounded to a whole dollar)
10. Nonpublic Hold Harmless: Amount of services for which private/nonpublic schools were eligible in FY2002.
11. 224 Amount to be budgeted for private school services. (larger of lines 9 and 10)

Please click the Calculate button BEFORE saving your data. This will allow the Save to set #11 correctly.

Calculate before saving

Save Page

★ **Note:** You must complete this page even if you are refusing funds or transferring funds to another title program. Enter zero for enrollment of private/nonpublic students.

**Line 2:** For Title II-A, Any Indirect Costs that have been charged to the grant on the **Budget Detail** page are automatically filled in for both boxes on line 2.

**Lines 5 & 6:** Enter enrollment numbers.

- Click the **Calculate** button.  
(This calculates the Equitable Share, line 9.)
- Click the **Save** button.  
(This compares line 9 to line 10 to get the correct value for line 11.)

★ **Note:** If anything happens to change the Equitable Share in line 9 (if the Total Available Allocation changes, or if the enrollment numbers in lines 5 and 6 change), the page must be re-Calculated and re-Saved.

Choosing Activities:

**OPI E-Grants System**

Applicant Name: Application: 2007-2008 Original Application

Legal Entity:

Application Sections: Title II A - Improving Teacher Quality

Overview/General Information | Program Detail | Budget Pages | Page Lock Control | **Activities**

Activities

Topic 2: Assuring Qualified Personnel

Goal 2.0 (NCLB Model): All students will be taught by qualified personnel.

Objective: All teachers in core academic subjects will be highly qualified as required by Section 1119 of Title I Part A of NCLB.

Activities: Choose one or more from the 4 activities below.

☐ Activity 1 - Professional development

☐ Activity 2 - The district will hire highly qualified teachers to reduce class size in the following grade levels.

☐ Activity 3 - The district will perform the following in order to retain highly qualified teachers:

☐ Activity 4 - The district will recruit highly qualified teachers by:

Performance Indicator: Percent of teachers highly qualified and receiving high quality professional development as reported to OPI on the Annual Data Collection (ADC).

Save Page

★ Note: The **Activities** (pages 13-16) implemented and the **Detailed Budget** (page 11) must align with the **Topic**, **Goal(s)**, **Objective**, and **Performance Indicator** listed on this page.

- If this title program has funds available, at least one of the Activities must be checked.
- Clicking any of the **Activity** boxes will check the box and will open areas requesting more information.

## **Activity 1: Professional Development in the core areas for teachers, principals, and paraprofessionals**

- Please click on the [Criteria for High Quality Professional Development](#) and study the criteria.

Activities: Choose one or more from the 4 activities below.

☒ **Activity 1 - Professional development**

(Please review: [Criteria for High Quality Professional Development activity using Title II, Part A funds](#))

a. The district will provide professional development for core teachers, principals, and paraprofessionals in the following core areas:

|  |                                      |                                    |
|--|--------------------------------------|------------------------------------|
| <input checked="" type="checkbox"/> English, Reading and Language Arts | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Science   |
| <input type="checkbox"/> Civics and Government                         | <input type="checkbox"/> History     | <input type="checkbox"/> Geography |
| <input type="checkbox"/> Foreign Languages                             | <input type="checkbox"/> Arts        | <input type="checkbox"/> Economics |

b. The types of professional development topics funded with Title II, Part A will include:

|  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Improve teaching practices | <input type="checkbox"/> Alternative learning styles   | <input checked="" type="checkbox"/> Improving student behavior      |
| <input type="checkbox"/> Early intervention strategies         | <input type="checkbox"/> Parent Involvement strategies | <input type="checkbox"/> Use of data to drive instruction           |
| <input type="checkbox"/> Technology integration                | <input type="checkbox"/> Team-teaching strategies      | <input type="checkbox"/> Strategies to increase student achievement |

Briefly describe. (500 Character Maximum)

1. Send all K-4 teachers to Teton Institute and to the Bozeman Reading Institute. When they return, they will work in grade-level groups to collaborate to raise reading scores.

2. Send 10 teachers to MBI. These teachers will work in cross-grade and cross-disciplinary groups to reduce bullying incidents and to teach other staff MBI techniques.

1. Check at least one core area in (a).
2. Check at least one type of professional development to be offered in (b).
3. Briefly describe your planned activities in the text box and include how the activities will meet the criteria for high quality professional development **as shown in the screen shot above.**

**SAVE WHEN DONE!**

**Required fields:** The application cannot be saved or submitted if

1. Any of the three items above are left blank.
2. The information exceeds the maximum number of characters.

**NOTE:** The text boxes will accept a large amount of information, but will not save it. To be sure you do not exceed the limits, please write your response to the text box in Word then use Word Count on the Tools menu to count the characters including spaces.

**Activity 2: Hiring highly qualified teachers to reduce class size**

☒ Activity 2 - The district will hire highly qualified teachers to reduce class size in the following grade levels.

Number of teachers hired to reduce class size:

| Grade to be reduced         | Subject to be reduced<br>(9-12 and Other required if student count entered) | Students / Teacher<br>before reduction | Students / Teacher<br>after reduction |
|-----------------------------|---|--|---------------------------------------|
| K                           | <input type="text"/>  | <input type="text" value="28"/>        | <input type="text" value="15"/>       |
| 1                           | <input type="text"/>  | <input type="text" value="25"/>        | <input type="text" value="18"/>       |
| 2                           | <input type="text"/>  | <input type="text" value="21"/>        | <input type="text" value="19"/>       |
| 3                           | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>                  |
| 4                           | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>                  |
| 5                           | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>                  |
| 6                           | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>                  |
| 7                           | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>                  |
| 8                           | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>                  |
| 9                           | Mathematics   | <input type="text" value="39"/>        | <input type="text" value="20"/>       |
| 10                          | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>                  |
| 11                          | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>                  |
| 12                          | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>                  |
| Other (Identify in subject) | <input type="text"/>  | <input type="text"/>                   | <input type="text"/>                  |

- Fill in the number of highly qualified core content teachers to be hired to reduce class size.
- Fill in the number of students per teacher before and after reduction.
- If grades 9-12 or Other are selected, a subject or description is required. (For grades K-8 a subject *may* be entered.)
- Give a short description of Other, such as “grade 3-4 combo” if you are breaking a grade combination into two separate grades.

**Required fields:** The application cannot be saved or submitted if any of these are left blank:

1. Number of highly qualified teachers to be hired
2. Number of students before and after reduction
3. Subject for grades 9-12 and Other

**SAVE WHEN DONE!**



**Activity 3: Retaining highly qualified teachers**

☒ Activity 3 - The district will perform the following in order to retain highly qualified teachers:

☐ Mentoring programs

☐ Support for teachers and principals in their first three years

☐ Other

★ **Note:** Retention of highly qualified core area teachers can be a union issue, so please check your negotiated agreement.

- Since teachers often leave in their first years of service, mentoring is commonly selected.
- Only highly qualified core content area teachers with a record of improving student achievement can be retained with Title II-A funds.
- No raises may be given, no salaries may be paid, and no retention bonus may be rotated among members of a small staff to counter low wages or benefits. This is supplanting local responsibility.
- If Other is chosen, provide a short description. There is a limit of 80 characters on this field.
- **Required fields:** If **Activity 3** is selected, there must be a check in one of the three choices. The application cannot be saved or submitted if no boxes are checked.

**SAVE WHEN DONE!**

**Activity 4:** Recruiting highly qualified teachers

**Note:** Recruitment of highly qualified core area teachers can be a union issue, so please check your negotiated agreement.

☒ **Activity 4 - The district will recruit highly qualified teachers by:**

☒ offering a signing bonus or other incentive.

What signing bonus or other incentive do you plan to offer? (500 Character Maximum)

Examples:  
\$2,000 one-time signing bonus to recruit a highly qualified a music teacher  
\$2,000 toward moving expenses for our newly-hired highly qualified mathematics teacher

☐ Other (80 Character Maximum)

☐ Other (80 Character Maximum)

★ **Note:** Recruitment of highly qualified core area teachers can be a union issue, so please check your negotiated agreement.

- Only highly qualified core content teachers for hard-to-fill positions may be recruited with Title II-A funds.
- Recruitment incentives are a one-time encouragement to join your staff. Retention incentives cannot be used to raise a teacher's salary or to provide permanent increases in salary or benefits.
- If **Activity 4** is selected, there must be a check in one of the three boxes and a brief description in the text box.

**Required fields:** The application cannot be saved or submitted if:

1. No boxes are checked
2. The information exceeds the maximum number of characters

**NOTE:** The first text box (500 character maximum) will accept a large amount of information, but will not save it. The other two text boxes allow entry of only 80 characters. You may write your text box response in Word, then count the characters including spaces to be sure that you do not exceed the limits.

**SAVE WHEN DONE!**

## SUMMARY OF TIPS FOR COMPLETING E-GRANTS APPLICATIONS

### **Before starting an application :**

- Go to the E-Grants web page at: [opi.mt.gov/ITProjects/E-Grants.html](http://opi.mt.gov/ITProjects/E-Grants.html)
- Select
  - Training and Instructions
  - Quick Tips for E-Grant Navigation
- Follow the steps in Quick Tips meticulously

### **Complete these pages before completing program pages:**

- Planning Tool – This is a separate menu choice from ESEA/NCLB Consolidated
- ESEA/NCLB Consolidated
  - Contacts tab – enter contacts for each title program
  - Funding Tab - Allocations Page and Topic Funding Page

### **Tips for Completing E-Grants:**

- Read the instructions on each page
- Be sure that all required fields are entered before saving or leaving a page
- Save often
- Watch the “thermometer” to make sure the page is saving
- When the Save is complete, check for any red error messages at the top of the page to make sure the data saved, and if not why not

### **Before Submission of Application:**

- Assurances, Common and Program – Authorized Representative must complete
- ESEA/NCLB Consolidated/Private/Nonpublic tab must be completed

## CONTACT INFORMATION FOR ESEA TITLES II-A AND V-A

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### Sources of additional information

**OPI E-Grants Web page:** <http://www.opi.mt.gov/ITProjects/E-Grants.html>

**OPI Title II, Part A Web page:** <http://www.opi.mt.gov/titleiiparta/>

**OPI Title V, Part A Web page:** <http://www.opi.mt.gov/titlevparta/>